

MEMORANDUM FOR: Acting Executive Officer to the DD/S&T

SUBJECT : Request for Executive Furnishings and Material
for use in Office of the DD/S&T

1. We have considered your memorandum dated 27 July 1964 and the requisitions attached for executive furnishings and material to be used in the Office of the DD/S&T when relocated to the sixth floor. These requisitions look reasonable and will be approved, subject to any restrictions which might be laid down by the Fine Arts Committee and the Executive Director.

2. We have discussed this with Messrs. [REDACTED] and propose the following:

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a. If it is possible to obtain and install all of the drapes, rugs and furniture of the new contemporary variety before the move, this will be done. An effort is now being made to obtain the new type carpeting.

b. If the type furniture which will be procured is not approved in time for installation before the move, we hope that at least the new rugs, drapes, wiring and all fixed furnishings can be installed. This would minimize the disturbance at a later date if only the moveable furniture must be exchanged.

c. If the new drapes and rugs cannot be obtained before the move, we suggest that the present drapes and rugs remain in use until the new material is available.

d. If the new furniture cannot be obtained before the move, it is suggested that your present furniture be moved to the new space for use until the new furnishings can be made available.

3. If this plan is satisfactory to DD/S&T, the requisitions for the material will be approved as soon as policy decisions permit.

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[REDACTED]
Executive Officer to the
Deputy Director for Support

Att: Memo dtd 27 Jul 64 to
SA-DD/S fr A-EO-
DD/S&T, subj: Request
for Executive Furnishings

cc: A-D/L
C/LSD/OL